

SPILL PREVENTION, CONTROL, AND COUNTER MEASURE PLAN

**NATIONAL WEATHER SERVICE
WFO/RFC
2242 West North Temple
Salt Lake City, Utah 84116**

Original Date of Plan: 19 September 2000
Date of Last Plan Review: 7 January 2004
**Date of Last Amendment
And P.E. Certification:** 7 January 2004

Designated Person Responsible for Spill Prevention:

Steve Summy, Environmental Focal Point
Telephone: (801) 524-5112 Ext. 225

CERTIFICATION

I hereby certify that I have examined the facility, and being familiar with the provisions of Title 40 of the Code of Federal Regulations Part 112, I attest that this Spill Prevention, Control, and Countermeasure (SPCC) plan has been prepared in accordance with good engineering practices.

Richard G. Anderson

Printed Name of Professional Registered Engineer

Date: _____

Signature of Registered Professional Engineer

Registration No. **#145084-2202** State **UT**

_____ **REVIEW DOCUMENTATION AND MANAGEMENT APPROVAL PAGE**

REVIEW DOCUMENTATION

In accordance with Title 40 of the Code of Federal Regulations (40 CFR) Part 112.5(b), a review and evaluation of this SPCC plan will be conducted at least once every 5 years. As a result of this review and evaluation, the National Weather Service will amend the SPCC plan within 6-months of the review to include more effective prevention and control technology if the following both apply:

- Such Technology will significantly reduce the likelihood of a spill event from the facility
- If such technology has been field-proven at the time of review

Any amendment to the SPCC plan shall be certified by a Professional Engineer within 6-months after a change in the facility design, construction, operation, or maintenance occurs which materially affects the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines or waters of the contiguous zone... or affecting certain natural resources.

Review Date	Signature of Responsible Manager	Amended (Yes or No)? ^a
30 Aug 2000		Yes (Rewrite of plan)
7 January 2004		Yes (Updated)

a Amendment necessary and certified by a Registered Professional Engineer per Title 40 CFR Part 112.3(d)

MANAGEMENT APPROVAL

The National Weather Service is committed to the prevention of discharges of oil to navigable waters and the environment. We maintain the highest standards for SPCC through regular review, updating and implementation of this SPCC plan for the National Weather Service Facility located at 2242 West North Temple Street in Salt Lake City, Utah.

Larry Dunn, Meteorologist-In-Charge
Printed Name and Title of Responsible Manager

Signature and Date

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PART I - GENERAL INFORMATION

This part of the spill prevention, control, and countermeasure (SPCC) plan presents general information about the facility and a description of the site and its operations.

A. GENERAL

This section of the Spill Prevention, Control, and Countermeasure (SPCC) plan provides general information about the facility.

1. Name

National Weather Service (NWS)- Weather Forecast Office and River Forecast Center (WFO/RFC)

2. Type

This facility is an onshore (non-production) facility that operates as an Weather and Water Forecast Office. The facility is staffed 24 hours per day and 365 days per year.

3. Date of Initial Operation

August 1994 — Above Ground Fuel Tank Installed

4. Location

National Weather Service WFO/RFC
2242 West North Temple
Salt Lake City, Utah 84116

Latitude: 40° -46'-19" North
Longitude: 111°-57'-18" West
Elevation: 4226 ft. MSL

5. Name and Address of Operator

National Weather Service Western Region
125 South State Street, Rm 1230
Salt Lake City, Utah 84138
Phone: (801) 5138 Ext. 269

6. Facility Contacts

Name	Title	Telephone Number
Steve Summy	Environmental Focal Pt.	(801) 524-5154
Larry Dunn	MIC	(801) 524-5154

B. SITE DESCRIPTION AND OPERATIONS

This section describes the site and its operations.

1. Facility Location, Layout, and Operations

The facility is located in Salt Lake County, Utah, approximately 1 mile southeast of the Salt Lake City International Airport main terminal (Figure 1). The facility is part of the airport and is owned and administered by the airport authority and is leased to the National Weather Service (NWS). Figure 2 shows the layout of the facility, including the location of the 2000 gallon aboveground storage tank (AST) and the 27 gallon aboveground day tank. The fuel in the AST is pumped to the 27 gallon day tank, which is connected to a 300 kw emergency backup power (electric) generator. The day tank and generator are located in the enclosed Generator Building. Both the AST and the generator building are located within a secure, lighted and fenced area.

The estimated fuel usage is approximately 120 gallons per month. This estimate is based on an automatic test of the generator once per week for 30 minutes. Fuel consumption would increase based on the and duration of any power outages.

2. Facility Storage

The double-walled AST is rectangular in shape and horizontally situated. The 2000 gallon welded steel plate primary tank is enclosed in a second welded steel secondary tank. The AST is protected from the parking lot traffic by a concrete barrier located on the east side of the tank. The AST fill spout is equipped with an automatic shut-off valve and a 10 gallon spill container. The AST is equipped with a 6-inch diameter emergency vent and level gauge and was constructed in accordance with Underwriter Laboratories specification 142. The secondary steel tank is equipped with a 2-inch diameter vent and an inspection port and has a total containment capacity of 2200 gallons.

The AST is also equipped with an audible high-level alarm set at 85 percent of the capacity (1700 gallons), and an interstitial monitoring device between the AST and concrete vault is connected to the audible alarm system. The alarm cabinet is located in the north entrance hallway of the WFO building.

The AST is connected to a pump on top of the generator day tank via a single supply line. The supply line is constructed of steel pipe and is equipped with a shut off valve and backflow preventer. The supply line is not equipped with any type of secondary containment system. This pump moves fuel from the AST into

the day tank. The day tank is a 27 gallon, single-walled rectangular steel tank set in an open top spill pan (rupture basin). The day tank is connected to the generator by flexible rubber supply and return lines. The day tank is equipped with an overflow alarm that is connected to the generator control panel. The generator and day tank is owned by the NWS and the AST is owned by the lessor of the building. The NWS is responsible for the refueling operation at the AST.

Table 1 summarizes the pertinent information on the tanks at the facility.

3. Drainage Pathway and Distance to Navigable Waters

Any fuel oil spilled from the AST or the delivery truck will flow east across the paved parking lot to a storm drain catch basin which is located on the north edge of the parking lot. The storm drain flows east, south, then west, where it connects to a large diameter storm main flowing north where it eventually discharges into the Great Salt Lake.

Any fuel spilled, from the day tank, would flow out the east door of the emergency generator room, then east across the parking lot to the storm drain catch basin (Figure 2).

A spill kit designed to absorb diesel fuel and to divert a spill from navigable waters is stored in the generator shed. There is also a heavy urethane mat stored in the generator building which is to be used to cover the storm drain catch basin each time that fuel is delivered and pumped into the AST.

4. Spill History

Reportable Spill events from 1994 to present (date on cover of this plan):

None

5. Spill Potential, Volumes, and Rates

The most probable causes for potential spills from the AST are from overfilling, a ruptured hose during fuel unloading, or from failure of the fuel supply line to the day tank. For the AST, spills caused by loss of structural integrity, vehicle collisions, or earthquakes are low probability events. The probable causes of spills, from the day tank, are from failure of the fuel transfer pump to shut down or failure of the line from the pump to the day tank

Table 2 summarizes the potential type of failure, potential spill volume, estimated rate, and direction of spill flow from the tanks.

6. Discussion of Facility Conformance with 40 CFR 112

Every effort has been made, by the NWS, to assure that this facility fully conforms with the applicable provisions of 40 CFR 112. The following is a brief summary of the applicable characteristics of the facility:

- a. This facility is manned at all times. It is located at the Salt Lake City International Airport where rapid response is available in the event of a serious fuel spill.
- b. There is one emergency generator associated with this facility. The generator has one 27 gallon day tank which is contained in an open catch basin to provide secondary containment. The catch basin has an audible alarm which sounds in the office in the event that fuel collects in the basin. The day tank is connected to a 2000 gallon AST which is located adjacent to the generator building. This AST is a double-walled steel tank with secondary containment. The AST contains electronic monitors and alarms as well as a 10 gallon spill bucket and automatic overfill shutoff valves.
- c. The SPCC Plan:
 - 1. Has the full approval of the appropriate NWS managers.
 - 2. Has been prepared and certified by a professional engineer.
 - 3. Provides for prevention efforts to assure that fuel oil discharges will not occur.
 - 4. Provides a vehicle to assure that personnel training is accomplished.
 - 5. Provides for appropriate reporting of oil discharges.
 - 6. Provides for appropriate mitigating actions to be taken if an oil discharge should occur.

7. Type of Oil and Storage Capacity

TABLE 1

DESCRIPTIVE INVENTORY OF FACILITY STORAGE

Tank	Nominal Capacity (Gallons)	Product Stored	Type	Double Walled ?
WFO/RDA AST	2,000	Diesel fuel # 1	Vault-Type AST	Yes
Generator Day Tank	27	Diesel fuel # 1	Rectangular Steel ASTs	No*

Notes: AST Aboveground Storage Tank

* Tank is contained within an open catch basin located under the emergency generator.

PART II - DESIGN COMPONENTS AND OPERATIONAL PROCEDURES FOR SPILL PREVENTION AND CONTROL

This section discusses spill prevention and control measures that have been or shall be implemented at the facility to prevent oil spills.

A. TANK AND SYSTEM DESIGN FOR SPILL PREVENTION

This section describes design components and operating procedures that shall be implemented at the facility to prevent oil spills.

1. Aboveground Storage Tanks (AST)

AST: The AST construction shall be compatible with the Number 1 diesel fuel held by the tank. The AST shall have secondary containment around the primary tank shell. A level gauge or dip-stick shall indicate the fuel level (from empty to full).

An automatic shut-off valve on the fill spout shall be set to close at 90 percent of capacity (1800 gallons). The AST also shall have an audible high-level alarm set at 85 percent of capacity (1700 gallons) and interstitial monitoring device between the primary and secondary tanks that is connected to the audible alarm system. A 7-gallon-capacity spill container shall surround the fill spout.

Day Tank: This tank shall have an open top spill pan (rupture basin) designed to hold 110 percent of the tank volume. It shall have a liquid level gauge to indicate the amount of fuel in the tank (empty to full) and a high-level float switch connected to the audible alarm to warn of overfilling. The rupture basin shall have a float switch designed to detect fuel that has spilled or leaked. The float switch shall be connected to an audible alarm system in the office.

Piping: An anti siphoning valve shall be located between the AST and the pump to prevent unwanted fuel from being siphoned from the AST.

2. Tank Refueling and Truck Unloading Operations

All delivery drivers shall have U.S. Department of Transportation hazardous material transportation training as required by Federal law.

The remainder of this section discusses the procedures that shall be used during unloading of fuel from the tank truck into the AST to prevent spills. This procedure shall be documented every time refueling occurs using the form found in Appendix A. Copies of this form shall be kept for 5-years.

- a.** The following procedure shall be used **before** fuel delivery and unloading: (Appendix A)
- (1). Place a magnetic, urethane spill cover over the storm drain catch basin inlet.
 - (2). The Facility Manager or his designated representative should determine the available capacity (ullage) of the AST by converting the reading on the fuel gauge to gallons (See Appendix A). This ullage is communicated to the fuel supply contractor and marked in the fueling log.
 - (3). Move spill containment equipment such as booms, spill barriers or spill kits into the unloading area.
 - (4). Block the tank truck wheels.
 - (5). Place drip pans under all pump hose fittings (if applicable) before unloading.
 - (6). The Facility Manager or his designated representative and the delivery driver ensure the fill nozzle is placed in the appropriate AST appurtenance.

- b. The following procedure shall be used **during** the fuel unloading period:
(APPENDIX A)
 - (1). The Facility Manager or his designated representative and the delivery driver shall remain with or near the vehicle and the fuel tanks at all times during unloading. Gauges on the AST and the truck, as well as the fueling nozzle, shall be continuously monitored to ensure the ullage is not exceeded. If the audible high-level alarm sounds, stop the unloading procedure immediately to ensure fuel ullage is not exceeded.
- c. The following procedure shall be used **after** fuel unloading is completed:
(Appendix A)
 - (1). Record the amount of fuel transferred to the AST in the log (Appendix A).
 - (2). Drain the fill hose and then ensure that all drain valves are closed (if applicable) before removal of the hose from the tank
 - (3). Pour any uncontaminated fuel in the drip pans, tank truck containment pool, or spill pipe spill bucket container into the AST (if it has the capacity) or dispose of appropriately.
 - (4). Inspect the tank truck before removing the blocks to ensure the lines have been disconnected from the tank.
 - (5). Remove the blocks from truck wheels.
 - (6). Place a copy of the completed fuel-unloading checklist in the SPCC.

3. Inspections and Records

Inspection and Maintenance of Tanks: The AST and day tank shall be inspected, each time a maintenance technician visits the site or at least weekly, for any fuel leaks, especially at seams (including the underside). The outside of exposed piping shall also be inspected each week. Monthly and annual inspections shall follow the checklists shown in Appendix B.

Record Keeping: The Environmental/Safety Focal Point or Maintenance Technician, (person responsible for spill prevention at the facility) shall be responsible for completing (1) The Ullage Logs and documentation of Fuel Unloading Procedures (Appendix A). (2) The Records of Inspections (Appendix B). (3) The Training Record (Appendix C) and (4) The Spill Response Record (Appendix D). These records shall be maintained for at least 5-years from the time of the recorded action.

4. Site Security

The AST shall have adequate lighting to detect spills at night and a security fence with a locked gate to prevent tank damage or spills caused by vandalism. The generator building shall be kept locked. Signs around the AST shall warn of the presence of a combustible liquid, that the combustible liquid is diesel fuel and that smoking is prohibited near the AST. A fire extinguisher shall be located in the adjacent generator building. The AST is protected from parking lot traffic by a concrete traffic barrier located on its east side. The entire WFO and AST site are inclosed within the perimeter of a 6 foot high chain link security fence.

5. Training

The Environmental/Safety Focal Point and an alternate shall be trained in the intent of applicable oil spill regulations and how to implement the inspection and maintenance procedures outlined in the previous paragraph. Spill control and countermeasure shall also be included in the training. An outline for the training is found in Appendix C.

Training shall be repeated once per year. All new personnel responsible for implementing this SPCC plan shall be properly trained before beginning work at the new position. A record of who is trained, when, and by whom, (APPENDIX C) shall be filed with this SPCC plan and kept for a period of 5-years.

B. SPILL CONTROL

This section describes control measures that have been implemented to prevent any spilled oil from entering navigable waters or adjoining shorelines.

1. Secondary Containment Designs, Construction Material, and Volume

The secondary containment tank on the Vault-Type AST shall be sized to contain 110 percent of the tank volume. An interstitial monitoring system that can detect fuel of 1-inch or more in the secondary shell of the AST shall be included in the tank design.

The secondary containment for the steel day tank is a steel catch basin mounted under the day tank. The catch basin contains a liquid level monitor and alarm.

2. Spill Kits Type and Location

The Pig 211 spill kits or equivalent shall be located in the generator room or in the Generator Building near the respective ASTs. The spill kits are designed to absorb up to 40-gallons each of diesel fuel and to divert a spill from navigable waters. The kits include oil absorbent socks and mats in a polyethylene container that doubles as a disposal container

3. Drain Inlet Cover

A magnetic, urethane spill cover shall be placed over the storm drain catch basin inlet prior to any fuel transfer.

4. Personal Protective Equipment (PPE)

- PPE information is specified in the **MSDS**
- Eye protection is accomplished by the use of **Chemical Goggles**
- Hand protection is accomplished by the use of **Nitril Gloves**
- Other clothing & equipment - if contaminated, must be removed and laundered before reuse. Items which cannot be laundered should be discarded.
- Appropriate NIOSH-approved respiratory protection to avoid inhalation of mist or vapors which may be present under hot temperature conditions.

PART III - SPILL COUNTERMEASURES AND REPORTING

A. SPILL COUNTERMEASURES

This section presents countermeasures to contain, clean up, and mitigate the effects of any oil spills at this site.

1. SWIMS

A spill containment and cleanup activity will never take precedence over the safety of personnel. No countermeasures will be undertaken until conditions are safe for workers. The **SWIMS** procedure should be implemented as countermeasures:

S - Stop the leak and eliminate ignition sources.

- a. Attempt to seal or some how stop leak if it can be done safely.
- b. Attempt to divert flow away from any drainage ditch, storm sewer or sanitary sewer with a spill barrier or the contents of spill kit. The spill kit is located in the Generator Building.
- c. Eliminate all ignition sources in the immediate area.

W - Warn others.

- a. Yell out "SPILL". Inform the person in-charge at your facility.
- b. Account for all personnel and ensure their safety.
- c. Notify contacts and emergency response contractor as described in the following section for assistance in control and cleanup.

I - Isolate the area.

- a. Rope off the area

M - Minimize your exposure to the spilled material by use of appropriate clothing and protective equipment. If possible, remain upwind of the spilled material.

S - Standby to assist the emergency response contractor.

B. SPILL REPORTING

This section discusses the reporting procedures for spills of diesel fuel at the facility. The people and organizations that are notified vary, based on the quantity of the spill, whether it reaches navigable waters or adjoining shorelines, the frequency and history of spills and the potential impacts which the spill may have on people, property or the environment.

A spill report form that requests the information to be reported to all agencies in writing (to the extent known) is included in Appendix D. Copies of the completed form should be sent to the NWS Environmental Compliance Officer and the National Oceanic and Atmospheric Administration (NOAA) Western Regional Compliance Officer (see next section).

1. General Notification Procedures For All Spills

- First, call **911** (or the local emergency agency) if there is an immediate emergency.
- Next, notify the appropriate persons within the NWS & NOAA:
 - ▶ **Mike Jacob, (301) 713-1838 Ext. 165**, NWS Environmental Compliance Officer.
 - ▶ **Olga Kebis, (301) 713-1838 Ext. 173**, NWS Safety Officer
 - ▶ **Bob Kinsinger, (801) 524-5138 Ext.223**, NWS Western Regional Environmental/Safety Coordinator
 - ▶ **Thanh Minh Trinh, (206) 526-6647**, NOAA Western Regional Compliance Officer (RECO)

2. Federal Notifications

The Federal Clean Water Act as described in 40 Part 110.6, requires notifying the U.S. Environmental Protection Agency (EPA) National Response Center (or the U.S. Coast Guard (USCG) as soon as anyone has knowledge of any discharge of oil in quantities that “may be harmful,” 40 CFR 110.3 defines “may be harmful” as a discharge if either of the following applies:

- Violates applicable water quality standards
- Causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines

If either of these criteria are met, contact the following:

- The National Response Center (EPA and USCG): **(800) 424-8802.**

Under the SPCC regulations, spill information listed in 40 CFR 112.4(a) must be reported to the regional EPA office within 60-days. If either of the following occurs, call the National Response Center at the number shown above:

- A discharge of more than 1,000 gallons of oil into or upon navigable waters or adjoining shore lines in a single event
- Two spill events, that cause discharge of more than 42 gallons in each event, within any 12 month period.

Diesel fuel is not listed as a hazardous substance under the Comprehensive Environmental Response Compensation, and Liability Act (CERCLA); therefore, no other notification to the EPA is required for discharges of diesel fuel other than those listed previously.

3. State Notifications

The State of Utah Code 19-5-114 requires that the spill of any substance including refined petroleum product (gasoline, diesel, oil, etc.) that could pollute the waters of the State of Utah must be reported to the **Utah Department of Water Quality (UDWQ) immediately as follows:** (See Appendix "D")

- During business hours, contact the UDWQ at (801) 538-6146.
- During non-business hours contact the UDWQ at (801) 536-4123.

4. Local Contacts and Notifications:

- Salt Lake County LEPC (Local Emergency Planning Committee)
Mike Montmorency, Chairman - Phone (801) 743-7122
- Salt Lake International Airport - Phone (801) 575-2405

5. Cleanup Contractor Notification

An emergency response contractor should also be notified to assist with the cleanup, if necessary. NWS has identified the following contractor that is available for emergency response:

- TW Company Phone (801) 299-1900
P.O. Box 540820 Fax (801) 299-1949
North Salt Lake, Utah 84045

PART IV - RECOMMENDED IMPROVEMENTS

In accordance with 40 CFR 112.7, this section presents physical upgrades or procedural changes that are not yet fully operational but are called for in the plan.

A. PHYSICAL UPGRADES

The AST, piping system, alarm system, and spill response equipment satisfy all current Federal and State of Utah requirements and are in good operating condition. However, the following changes and upgrades are recommended.

1. Install secondary containment for the fuel supply and return fuel lines between the AST and the Generator Building.

B. PROCEDURAL CHANGES

1. Inspections and Preventative Maintenance

The inspection checklists found in Appendix B should be followed. The interstitial monitoring device in the AST is designed to monitor the integrity of the primary tank. Visual inspections of the outside of the secondary wall of the AST and the primary wall of the day tank will serve to signal a potential problem with the tank integrity.

TABLE 2
POTENTIAL SPILL SOURCES AND VOLUMES

Source	Event	Potential Spill Volume (gallons)	Estimated Rate (gallons per minute)	Direction of Spill Flow	Remarks
Steel - Above-ground Storage Tank and Generator Building Steel Day-Tanks NOTE: The Steel AST and the Steel Day Tanks are separated by about 20' and are interconnected via a fuel transfer pump.	Overfilling or a ruptured hose during fueling.	0 to 40 ^a	80 ^b	Pool to the East	Spills of this nature would largely be contained on the paved area or in the soil around the tank area.
	Failure of fuel supply line to pump	* 0 to 2000 ** 0 to 27	Variable depending on size of hole	Pool to the East	Can be minimized through routine inspections.
	Structural Failure	* 0 to 2000 ** 0 to 27	Variable depending on size of hole	Pool to the East	Low probability event that both primary and secondary tank shells would fail.
	Vehicle Collision	* 0 to 2000 ** 0 to 27	Variable depending on size of hole	Pool to the East	Low probability event. Vehicle traffic is limited and traffic flow is not directly towards tank.
	Overturn or puncture in an earthquake	* 0 to 2000 ** 0 to 27	Variable depending on size of hole	Pool to the South	Low to moderate probability event. Double walled tank gives extra protection from rupture, but a large earthquake could cause a spill. The single walled steel day tank has secondary containment within the shelter. However the shelter could be damaged in a earthquake.
	Failure of the pump to shut down after filling the day-tank or failure of the line from pump to day tank.	* 0 to 2000 ** 0 to 27	Variable depending on size of hole and the time the pump operates.	Pool to the East	Can be minimized through routine inspections and maintenance. A fuel return line is installed to allow fuel to return to the AST in the event that the transfer pump does not shut down.
	Failure of Fuel Return Line	* 0 to 2000 ** 0 to 27	Variable, depending on size of hole and	Pool to the East	Can be minimized through routine inspections and maintenance.
	Structural Failure or Vandalism	* 0 to 2000 ** 0 to 27	Variable, depending on the extent of damage	Pool to the East	Can be minimized through routine inspections, maintenance and by the adherence to good security practices.

- Notes: a Based on a maximum pumping rate of 80 gallons per minute from the fill truck and a maximum of 30 seconds to turn off the pump.
- b Approximate maximum pumping rate of fill truck.
- * Steel, 2000-gallon tank mounted outside on a concrete pad.
- ** One rectangular steel day tank mounted in a catch basin under the generator.

APPENDIX A

TANK ULLAGE/FUELING LOG AND FUEL UNLOADING PROCEDURE CHECKLIST

(3 Pages)

APPENDIX A-1

TANK ULLAGE AND FUELING LOG

Station Name: _____

Tank Capacity _____ **gallons**

Date	Initials	Gauge Reading	Initial Volume of Fuel in Tank ^a (Gallons)	Available Capacity or Ullage ^b (Gallons)	Quantity Added (Gallons)	Comments

Notes:

a From gauge reading

b Available capacity = tank capacity (1800-gallons) - initial volume of fuel in tank

APPENDIX A-2

FUEL UNLOADING PROCEDURE CHECKLIST (Continued)

Site Name: _____ **Date:** _____ **Tank:** _____

NWS Representative: _____ **Supplier:** _____

X	ITEM	DESCRIPTION	COMMENTS
The Following Six Items Must Be Completed Before Fuel Unloading			
	1	Ensure the audible high-level alarm system and automatic shut off valve are functioning properly.	
	2	Determine the available capacity (ullage) of the aboveground storage tank (AST) by converting the reading on the fuel gauge to gallons (See Appendix A, Page A-1). This ullage should then be marked in the fueling log and communicated to the tank truck unloading contractor.	
	3	Move spill containment equipment such as booms or spill barriers into the unloading area.	
	4	Block the wheels of the tank truck.	
	5	Place drip pans under all pump hose fittings (if applicable) after the hose is hooked up to the AST and before unloading.	
	6	Ensure the fill nozzle is in place in the appropriate AST appurtenance. In this case, the fill nozzle is placed in the fill pipe connected to the round spill container.	
During Unloading			
	7	Ensure that the NWS representative and the tank truck operator remain with the vehicle at all times during unloading.	
	8	Monitor the gauges on the AST and the truck continuously to ensure the ullage is not exceeded. If the audible high-level alarm sounds, stop the unloading or fuel as soon as possible.	

X	ITEM	DESCRIPTION	COMMENTS
The Following Six Items Must Be Completed After The Fuel Unloading Has Been Completed			
	9	Record the amount of fuel unloaded in the log (Appendix A, page A-1)	
	10	Before removing the fill hose from the AST, ensure that it is drained and that all drain valves are closed (If applicable)	
	11	Pour any fuel in the drip pans, tank truck containment pool, or spill container on the fill pipe into the AST (if it has the capacity) or dispose of appropriately (describe how it was disposed of if applicable).	
	12	Inspect the tank truck before removing the blocks to ensure the lines have been disconnected from the AST.	
	13	Remove the blocks from the tank truck wheels.	
	14	Place a copy of this fuel-unloading checklist in the SPCC Plan folder.	

APPENDIX B

INSPECTION CHECKLISTS

(3 Pages)

APPENDIX B

INSPECTION FORMS

MONTHLY INSPECTION CHECKLIST (Page 1 of 2)			
Site Name:		Tank Name or Number:	
Date of Inspection:		Inspected By:	
Date of Last Inspection:		Signature:	
A. TANKS	YES	NO	NOTES
1. Are there any oil stains on the outside of the tank, including the underside?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there any oil on the ground, concrete, or asphalt around the tank?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are there any visible cracks or indications of corrosion on the tank, at fittings, joints, or seals? (Such as paint peeling or rust spots)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are there any raised spots, dents, or cracks on the tank?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does it appear that the foundation has shifted or settled?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the fuel gauge working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all vents clear so they may properly operate?	<input type="checkbox"/>	<input type="checkbox"/>	
8. If rainwater is present in secondary containment area, does sufficient volume remain for spill control? (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	

INSPECTION FORMS

MONTHLY INSPECTION CHECKLIST (Page 2 of 2)			
Site Name:		Tank Name or Number:	
Date of Inspection:		Inspected By:	
Date of Last Inspection:		Signature:	
B. PIPING	YES	NO	NOTES
1. Is there any oil on the outside of or under any aboveground piping, hoses, fittings, or valves?			
2. Are aboveground piping, hoses, fittings, or valves in good working condition?			
C. SECURITY/SAFETY/SPILL COUNTERMEASURES			
1. Are lights working properly to detect a spill at night?			
2. Are all locks in the "lock" position?			
3. Are all warning signs properly posted and readable?			
4. Are vehicle guard posts in place and properly secured? (If applicable)			
5. Are spill kits easily accessible, protected from the weather, and complete?			
Corrective Actions Required:			

ANNUAL INSPECTION CHECKLIST (Page 1 of 1)			
Site Name:		Tank Name or Number:	
Date of Inspection:		Inspected By:	
Date of Last Inspection:		Signature:	
	YES	NO	
A. MONTHLY CHECKLIST			
1. Has Monthly Inspection Checklist been completed?			
B. TANKS			
1. Are all alarms and automatic shutoff devices working properly?			
2. Is interstitial monitor functioning properly (If applicable)?			
C. OTHER			
1.			
2.			
Corrective Actions Required:			

APPENDIX C

TRAINING OUTLINE

(1 Page)

TRAINING RECORD

(1 Page)

**COPY OF TITLE 40 OF THE CODE OF FEDERAL
REGULATIONS SECTIONS 112.1 THROUGH 112.20 - OIL POLLUTION
PREVENTION**

(13 Pages)

APPENDIX C-1

TRAINING OUTLINE: SPILL PREVENTION, CONTROL AND COUNTERMEASURES

Training will be provided for facility personnel at the following times:

1. System startup or whenever new equipment is installed
2. Within the first week of employment for new personnel
3. Annually

The training will include complete instruction in the elements of the facility's Spill Prevention, Control, and Countermeasure plan and will include the following:

1. Pollution control laws, rules, and regulations including a summary of Title 40 of the Code of Federal Regulations Part 112 "Oil Pollution Prevention" (see Attachment)
2. Fuel Storage System
 - A. Purpose and application of the following system elements:
 - Tanks
 - Piping
 - Pumps
 - Accessory equipment
 - Electronic monitors
 - B. Operation, maintenance, and inspection of system elements
3. Spill Prevention
 - A. Potential spill sources
 - B. Spill flow direction and impact on navigable waters
 - C. Procedures to prevent spills, especially during fuel unloading
4. Spill Control
 - A. Secondary containment
 - B. Safety valves
 - C. Pump and equipment shutoff switches
 - D. Use of catch basin inlet covers or other diversionary devices
5. Spill Countermeasures
 - A. Location and use of emergency phone numbers
 - B. Location and use of fire extinguishers
 - C. Location and use of spill cleanup kit
 - D. Stopping the leak

APPENDIX C-2

TRAINING RECORD

NOTE: SPCC TRAINING IS REQUIRED ANNUALLY

SITE NAME _____

DATE OF TRAINING	EMPLOYEE TRAINED	TRAINER	REMARKS

ATTACHMENTS

TITLE 40 OF THE CODE OF FEDERAL REGULATIONS SECTION 112 OIL POLLUTION PREVENTION (13- Pages)

APPENDIX D

SPILL RESPONSE EXERCISE

(1 Page)

SPILL REPORTING FORM

(1 Page)

APPENDIX D-1

SPILL RESPONSE EXERCISE RECORD

NOTE: A SPILL RESPONSE EXERCISE SHALL BE CONDUCTED ANNUALLY AND RECORDED BELOW.

SITE NAME _____

DATE OF EXERCISE	SIGNATURE OF ENVIRONMENTAL FOCAL POINT	REMARKS

Guidelines for conducting a “SPILL RESPONSE EXERCISE”:

- Review PART III (SPILL COUNTERMEASURES AND REPORTING) of this SPCC Plan
- Review the information required on the “SPILL REPORTING FORM” (Page D-2)
- Verify the telephone numbers shown on the “SPILL REPORTING FORM” (Page D-2)
- Record the Date of the Exercise and the Signature of the Environmental Focal Point

APPENDIX D-2
SPILL REPORTING FORM

1. GENERAL		
Name of Facility:	Address:	
Completed By:	Organization: National Weather Service	
Position:	Phone:	
2. SPILL INFORMATION		
Date:	Time:	
Location at Facility:	Quantity:	
Substance Spilled:	Other:	
3. OUTSIDE NOTIFICATIONS:		
Agencies	Recorder at Outside Agency	Date and Time
Call 911 (or the local emergency agency), if there is an immediate emergency.		
NWS/NOAA: Mike Jacob, (301) 713-1838 Ext. 165 Olga Kebis, (301) 713-1838 Ext. 173 Bob Kinsinger, (801) 524-5138 Ext. 223 Thanh Minh Trinh, (206) 526-6647		
EPA National Response Center or U.S. Coast Guard: (800) 424-8802		
Utah Division of Water Quality (UDWQ) (801) 536-6146		
Salt Lake County LEPC: (801) 743-7122 Salt Lake International Airport: (801) 575-2405		
4. INFORMATION ON SOURCE AND CAUSE:		
5. DESCRIPTION OF ENVIRONMENTAL DAMAGE:		
6. CLEANUP ACTIONS(S) TAKEN:		
7. CORRECTIVE ACTION(S) TO PREVENT FUTURE SPILLS:		

Note: All information must be filled in. If something is unknown, write "unknown".

Copies must be sent to the NWS/NOAA personnel listed above.

APPENDIX E

CROSS REFERENCE OF THE REQUIREMENTS OF TITLE 40 OF THE CODE OF FEDERAL REGULATIONS, SECTION 112, WITH THIS DOCUMENT

(1 Page)

APPENDIX E

CROSS REFERENCE OF THE REQUIREMENTS OF 40 CFR 112 AND THIS PLAN

CFR CITATION	ITEM	PLAN LOCATION
112.1(d)(2)(ii)	Criteria for need of an SPCC Plan	Table 1
112.4(a)	Reporting of Spills - Federal Notification	Part III, B
112.5(b)	SPCC Plan Review and Amendment Requirements - 5-year Max.	Page ii
112.5(c)	PE Certification of Technical Amendments	Page i
112.7	SPCC Plan - Full Approval by Management	Page i
112.7(a)(1)	Discussion of Facility Conformance	Part I, B6
112.7 (a) (3)	Facility Description and Diagrams	Part I, A & B; Appendix K
112.7 (a) (3) (i)	Type of Oil and Storage Capacity	Part I, B7; Table 1
112.7 (a) (3)(ii)	Discharge Prevention Measures	Part II
112.7(a)(3)(iii)	Discharge and Drainage Controls	Parts II & III
112.7 (a)(3)(iv)	Countermeasures for Discovery, Response and Cleanup	Part III
112.7 (a)(3) (v)	Methods of Disposal	Part III, B5
112.7 (a) (3)(vi)	Contact List and Phone Numbers	Part III, B; Appendix D-2
112.7 (a)(4)	Spill Reporting Form	Appendix D-2
112.7 (a)(5)	Procedures In Event of Discharge	Part III, A; Appendix D-2
112.7 (b)	Flow Prediction Information	Table 2 & Appendix K
112.7 (c)	Secondary Containment	Part II, A1 & A2
112.7(c)(1)(vii)	Sorbent Materials	Part III, B2; Appendix G
112.7 (e)	Inspections, Tests and Records	Part II, A2; Appendix B
112.7 (f)	Training	Part II, A5, Appendix C
112.7 (g)(5)	Lighting	Part III, A4
112.8(6)	Container Testing	Appendix B

Note: CFR = Code of Federal Regulations

APPENDIX F

MATERIALS SAFETY DATA SHEET (MSDS)

APPENDIX G

SPILL CLEANUP KIT INFORMATION ATTACHMENT

APPENDIX H

FUEL TANK DATA AND INFORMATION SHEET ATTACHMENT

APPENDIX I

PERMITS

APPENDIX J

PHOTOGRAPHS OF FACILITY, TANKS AND PIPING

APPENDIX K

Figure 1Site Location Map

Figure 2.....Topographic Map & Site Layout

Figure 3Site Piping Diagram